



Position Description

Title:	Manager
Type:	Contract (1099) or Hourly, \$25-\$30/hr (0.5 FTE)
Paid/Volunteer:	Paid
Oversight:	Board of Directors

About Acaville:

Founded in 2013, Acaville is a non-profit organization dedicated to being the leading worldwide community for unaccompanied vocal music of all genres. Our mission is to support and encourage the development of a cappella music and artists through education, collaboration, media, and promotion.

Initially launched as a 24/7 streaming radio station, the organization has launched additional offerings as well, including a growing series of online courses, live event streaming, and extensive video content for members hosted both locally and through a YouTube channel.

The community we serve includes artists and fans, and stretches worldwide. For us, a cappella is intentionally defined broadly, to include artists and groups of all ages, from youth to senior citizen; multiple styles, including single-gender and mixed barbershop; and myriad languages and cultures.

The organization is entirely staffed by volunteers; the Manager position represents the first (and heretofore only) contracted role for Acaville.

Brief Position Description:

Within parameters set by the Board of Directors, the Acaville Manager provides day-to-day management and operation of the nonprofit and its activities. A key part of the role is production and editing of audio and video content for our channels, and of social media content. In addition, the Manager focuses time and efforts in advancing new initiatives to support the Acaville mission.

This position is largely work-from-home, although travel to an annual Board Retreat is required, as is occasional travel to a cappella events and festivals where Acaville has a presence. No travel will be expected without at least 45 days' notice.



Position Description *(continued)*

Description of Duties:

Content

- Production and editing of video and audio content (live stream post-production, radio and TV shows, masterclasses, podcasts)—a significant part of the role
- Growing and managing Acaville's audio and video libraries
- Creating and scheduling music-block programming in the broadcast automation system
- Growing and maintaining Acaville's communications, notably the social media presence and a regular email newsletter
- Managing logistics for and producing interview-based programming and masterclasses, including coordination with artists and volunteers

Stakeholders

- Leveraging existing content and utilizing new content, continuing to expand members-only offerings to add value for Acaville members
- Support and grow Acaville collaborations with partner organizations
- Developing and growing Acaville's amazing team of dedicated volunteers to support current and future initiatives

Leadership

- In concert with the Board, being a collaborative voice in strategic planning for the future work of the organization
- Based on collaboratively-set priorities, driving advancement on new initiatives to support Acaville and the broader a cappella community



Position Description *(continued)*

Recruitment Criteria:

- Ability to successfully work independently
- High degree of collaborative skill
- Competence, if not fluency, with audio and/or video editing tools
- Comfort using business applications, collaboration tools (Slack), and social media platforms
- Attention to detail and timely communications are essential
- Effective communication, verbally and in writing
- Knowledge of, or experience within, the a cappella community preferred